

Statement of Need – HPAS IV&V

Questions & Answers
August 26, 2004

Question number	Section	Question	DCH Response
1	1.1	<p>Please clarify “facilitate early detection and correction of errors.”</p> <p>This implies involvement with system and functional testing, though no testing activity is outlined as a</p>	<p>The question came to us as an incomplete statement; however we think you are asking if you need to participate in the testing process along with DCH and the HPAS vendor. The IV&V vendor will not participate significantly in the actual testing process, however DCH fully expects the IV&V vendor to review the testing deliverables, and test cases created by the HPAS vendor and advise DCH as to their completeness and correctness based on industry standards.</p>
2	4.0	<p>Please clarify the meaning of “IV&V consulting services to assist DCH in the review/evaluation and implementation of the successful offerer’s proposal to RFP GTA000196”.</p> <p>Does this mean that the IV&V vendor will contribute to the selection of the primary vendor?</p>	<p>No. The IV&V vendor will work with DCH to validate the DCH/GTA chosen vendor, based on the evaluation criteria outlined in the HPAS RFP (GTA0000196). The IV&V vendor will not play a part in the selection of the HPAS vendor.</p>
3	4.1	<p>The anticipated start date is October 18th for the IV&V firm. What is the targeted start date of the primary vendor given the extension of the due date on GTA000196?</p>	<p>The estimated start date, assuming no further delays in the HPAS procurement, is approximately November 15, 2004.</p>
4	4.1	<p>The final anticipated completion date of the IV&V effort is June 30th, 2006. On page 90 of the GTA00196 RFP the second to the last entry is “Completion of Data Conversion and Migration 12/31/05. Is this supposed to be 12/31/06? The dates/activities seem out of order. Is the target “go live” date 1/1/07?</p> <p>If so, does this mean you do NOT expect the IV&V firm to verify or validate the system through data conversion and migration?</p>	<p>No. Please review GTA0000196 again. DCH allowed the HPAS vendor to stage the implementation of the total solution; however the core application that replaces what MEMS does today must be in place by 01/01/06. The complete solution is to be implemented by June 30, 2006.</p>

Statement of Need – HPAS IV&V

Questions & Answers August 26, 2004

Question number	Section	Question	DCH Response
5	7.0	<p>a. The DCH statement indicates that the Offeror cannot have access to DCH LAN or connect externally with Laptops.</p> <p>Question: Since our Project Teams utilize collaborative Project Management software, with both on-site personnel as well as remote personnel, what resources will DCH provide to enable Project Team collaboration efforts?</p> <p>b. DCH states that wireless devices are permissible:</p> <p>Question: Are Wireless Access Points (WAP) available for our team's use while in the listed facility(s)?</p>	<p>5a. DCH will provide Desktop PC's that access the DCH network. Standard MS office applications will be offered including:</p> <p>MS Outlook MS Word MS Excel MS Project MS PowerPoint</p> <p>Offerors will need to share documents via emailing to and from the DCH assigned email address.</p> <p>5b. We stated that wireless devices are permissible to cover the possibility that you may bring in your own "Blackberry-type" device that communicates with your own network. We do not allow you to connect to our network via wireless devices. No. We do not have WAP available for your teams use.</p>
6	7.3	Will Offeror consultants have access to standard telephone cord dial up services to access the internet on their stand-alone laptops (using a toll free or local dial up number)?	Yes, we can make analog lines available so that you may dial into your companies network or the internet (via your ISP) using laptops.

Statement of Need – HPAS IV&V

Questions & Answers August 26, 2004

Question number	Section	Question	DCH Response
7	7.10	<p>The specific skills needed for the IV&V project team will be impossible to predict until the final primary vendor (and their solution) for GTA00196 is chosen. It depends on the package/platform/tools chosen.</p> <p>If the winning vendor will implement a heavily modified PeopleSoft solution and use Mercury Interactive testing tools, different people would be needed than if the winning vendor will be piecing together complementary third party components on an Oracle base using Compuware testing tools.</p> <p>Can you provide insight into the potential choices for technology/platform/tools selection?</p>	<p>Please see the RFP (GTA000196) HPAS Offerors are allowed to bid any of the acceptable hardware/software combinations (4 total) that are currently supported by GTA. Without having completed the evaluation of the HPAS proposals, we cannot disclose which solutions were offered. IV&V vendors will need to draw upon staff that has reasonable understanding of the business and technical expertise in any of the 4 platforms allowable under the RFP.</p>
8	9.1.4	<p>If a difference of opinion as to acceptability of a plan or deliverable (project, test, load, etc) arises where the primary vendor disagrees with the IV&V vendor's opinion (or vice versa), who will make the final call on which direction to take?</p> <p>Is there an established dispute resolution plan? Would this ultimately be the Project Sponsor?</p>	<p>a). We expect that there will be occasion where the HPAS vendor and the IV&V vendor disagree as to the acceptability of a plan or deliverable. The IV& V vendor must ensure that the appropriate and accurate data has been used in forming their opinion and recommendations and once that is done the IV&V report will be presented to the Executives in DCH and GTA. There is not a dispute resolution between the IV&V vendor and the HPAS vendor. DCH will make the final call on which direction to take based on input from GTA and the IV&V vendor in the form of a IV&V report response action plan. If appropriate, the HPAS Steering Committee, which consists of DCH, GTA and eventually outside stakeholders, will be engaged in this decision making process.</p>

Statement of Need – HPAS IV&V

Questions & Answers August 26, 2004

Question number	Section	Question	DCH Response
9	10.2.b	<p>Reference is made to the “Statement of Work” section. Do you mean the “Scope of Work” section (2.0)?</p> <p>Directions are given that responses should repeat each entry in the “Deliverables Section”. There are no detailed entries in the deliverables section, only an instruction that we should recommend the deliverables.</p>	<p>a). Yes, it should read Scope of Work Section. See amendment #1.</p> <p>b). We have clarified this in Amendment #1 to read “each entry in the Deliverables section of the Cost Proposal (Appendix B). Offerors are required to propose deliverables that satisfy the requirements in the Scope of Work section and fit within the proposed IV&V methodology as opposed to having DCH dictate the deliverables.</p>
10	10.2.b	<p>Our documented methodology (and experience) for IV&V is more substantial than the scope of IV&V involvement outlined in the SON.</p> <p>Do you want us to outline our full methodology to show extent of competence but bid only on the project scope outlined in the SON?</p> <p>Would you consider a two-option bid? The first option would provide a fixed cost to complete the project as it is currently outlined. The second option would outline a more desirable/complete total solution that would also have a fixed cost.</p>	<p>a). Offerors should bid their methodology that at a minimum meets what the SON requested. Offerors are free to bid above and beyond what we outlined in the SON keeping in mind that this is a competitive procurement with fixed price comprising a portion of the evaluation points.</p> <p>b). We will not consider a two-option bid.</p>
11	10.2.c	<p>The IV&V project work plan will be dependent on the schedule and final format of the HPAS solution/project.</p> <p>Should our plan simply mimic the significant milestones from GTA000196?</p> <p>Should we submit a “standard” work plan model that we would expect to be appropriate on this project, with the understanding that it may change substantially once a final vendor and solution are chosen on GTA00196?</p>	<p>The Offeror should propose a workplan that encompasses the major stages and milestones from GTA000196 and encompasses the milestones and deliverables associated with the Offeror’s IV&V methodology and proposed deliverables</p> <p>We agree that this will be the high level preliminary work plan and it may change once a final HPAS vendor is selected.</p>

Statement of Need – HPAS IV&V

Questions & Answers August 26, 2004

Question number	Section	Question	DCH Response
12	10.3.a	<p>The RFP for GTA00196 states that the primary vendor is responsible for providing tools and processes for CCR, PIR and testing.</p> <p>The IV&V firm will also be required to leverage such tools. It would <u>not</u> be desirable for the primary vendor and the IV&V vendor to use different tools.</p> <p>Will the IV&V firm be allowed to leverage those tools/licenses at the primary vendor's cost?</p> <p>If not, how should we predict our needs in this area when we don't know what the primary vendor has chosen?</p>	The IV&V vendor will be given access to the tools proposed by the HPAS vendor as if they were a DCH/GTA employee.
13	9.0.7	With respect to the Project Deliverables outlined in Section 2.1 and 2.2, can we please be provided with the GTA published standards and / or guidelines for completing and presented IV&V deliverables as indicated in Section 9.0.7?	The standards and guidelines in question are currently under development and will be published by GTA in the next several months.
14	10.2b	Clarification: Does Section 10.2.b. intend to reference the entire "Scope of Work" as outlined in Section 2.0, and in particular Section 2.1 as opposed to the "Statement of Work" which could be interpreted as Section 2.1.2. only?	See the answer to number 9 above and see Amendment #1.
15		Section 10.2.d. gives DCH the latitude to "choose only the staff DCH feels is best suited for the project". Assuming that the intended role(s) of any staff selected by DCH to not participate in the project are essential to the fulfillment of the contracted IV&V services, what is the process for replacing "de-selected" staff members?	In the event that DCH does not accept a proposed staff member from the IV&V vendor's proposal, the IV&V vendor would have the opportunity to submit a replacement staff member who meets the qualifications desired by DCH and/or addresses the deficiencies associated with the original staff member that was "de-selected". DCH will then review the proposed alternate and determine if they meet the desired criteria for the position in question.

Statement of Need – HPAS IV&V

Questions & Answers August 26, 2004

Question number	Section	Question	DCH Response
16		Given that the selected HPAS vendor will be instrumental to the implementation of the selected solution, how should the role of the selected HPAS vendor be captured in response to the Roles and Responsibilities Matrix requested in Section 10.2.e.?	For those deliverables where the HPAS vendor is involved, DCH suggests that you add a comment in your response that the deliverable or role/responsibility is contingent on involvement or action by the HPAS Vendor.
17		In regards to the on-going work plan to be provided in accordance with Section 9.1.2, please explain how / if the IV&V consultant's work plan is expected to fit and align with the implementation work plan of the selected HPAS vendor. Is it expected that the IV&V consultant will create and maintain a separate IV&V work plan throughout the duration of the project or will the IV&V tasks be incorporated within the implementation work plan of the selected HPAS vendor?	It is expected that the IV&V tasks will be incorporated into the HPAS project plan; however the IV&V vendor may also wish to have a more detailed project plan for their own purposes.
18		Is there a required turnaround timeframe for completion of the IV&V consultant's review, assessment and submission of recommendations as necessary to fulfill each of the responsibilities outlined in Section 2.1?	It is expected that the vendor propose an approach including turnaround times that meet the requirements of the SON.
19		Appendix A – Offeror Certification references the terms and conditions of the "Parent Contract". Can DCH / GTA please provide us with a copy of the "Parent Contract" for this project?	The "Parent Contract" is a required contract between GTA and the vendor that allows the vendor to be included on the authorized Specialized Consulting Services (SCS) vendor list. The vendor should already have a copy of this contract by the fact that they are on the SCS list for IV and V services. Please check with your own legal/contract staff to obtain a copy. In the event you do not have a copy of this contract you may contact GTA to obtain one.

Statement of Need – HPAS IV&V

Questions & Answers August 26, 2004

Question number	Section	Question	DCH Response
20		Appreciating the DCH's evaluation of system alternatives is currently in progress, is DCH willing to provide the names of the organizations that have submitted qualified proposals for the future system?	This is public information that can be found on the GTA Website (www.gta.georgia.gov) under this procurement (GTA 0000196).
21		Does DCH have an expectation that the IV&V consultant team should consist of approximately 4 staff members in accordance with the planned space provisions?	The IV&V vendor should staff the project with whatever staff they feel is necessary, however DCH can only commit to providing space at DCH as documented in the SON.
22	2.1.5	With regard to Section 2.1.5, what are DCH's expectations for the IV&V consultant's role in the review and validation of the selected HPAS vendor's deliverables that are not in hardcopy format (i.e. installation and configuration of hardware, commodity software, etc.)?	The HPAS vendor will be required to deliver all items to the IV&V vendor in electronic format. DCH envisions a standard review template for all deliverables for both DCH and IV&V staff. We will use this template to respond to all deliverables from the HPAS vendor. For deliverables that are physical in nature, such as installation of hardware and software, etc...DCH envisions a validation by the IV&V vendor and a written write up confirming that the tasks or deliverables have been completed as expected by GTA/DCH with any deficiencies, risks etc. being defined in the same write up.
23		The IV&V consultant's ability to successfully complete/meet milestones (and subsequently be paid) appears to be dependent on the HPAS vendor and DCH / GTA fulfilling their project responsibilities in order to accomplish the milestones and produce the HPAS project deliverables as outlined in the overall project work plan. What recourse does the IV&V consultant have in the event milestones are missed due to factors outside their control?	DCH understands the reliance on the HPAS vendor in some situations to allow the IV&V vendor to meet their milestones and deliverables. Accordingly, the IV&V vendor will not be held responsible for deliverables that they are unable to deliver timely due to a fault or reliance on the HPAS vendor. DCH will work with the IV&V vendor to update their work plan and deliverables schedule in the event of delays caused by the HPAS vendor.